

AMENDMENT OF SOLICITATION/MODIFICATION CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGE

1

2

2. AMENDMENT/MODIFICATION NO.

004

3. EFFECTIVE DATE

See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

HPOD

7. ADMINISTERED BY (If other than Item 6)

CODE

HPOD

US Environmental Protection Agency
Headquarters Procurement Operations
Ariel Rios Building
1200 Pennsylvania Avenue, NW
Washington DC 20460

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

R T I International
PO BOX 12194
RESEARCH TRIANGLE PARK NC 277092194

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

X 10A. MODIFICATION OF CONTRACT/ORDER NO.

EP-W-11-054

0007

10B. DATED (SEE ITEM 13)

07/10/2013

CODE (b)(4)

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

- ☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement of the Parties
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

The purpose of this modification is to extend the period of performance of this task order to 16 August 2014, at no cost to the government. All other terms and conditions remain unchanged.

COR: Michael Hannan

Alt COR: Alexis McKittrick

TOPO: Michael Hannan

LIST OF CHANGES:

Reason for Modification : Other Administrative Action

Period Of Performance End Date changed from 2014-08-01 to 2014-08-16

CHANGES FOR LINE ITEM NUMBER: 1

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Faye Sas

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

(Signature of Contracting Officer)

CONTINUATION SHEET

REFERENCE NO. 07/004
EP-W-11-05

PAGE 2 OF 2

NAME OF OFFEROR OR CONTRACTOR

R T I International

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	End Date changed from 2014-08-01 to 2014-08-16 Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 07/10/2013 to 08/16/2014				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 3		
2. AMENDMENT/MODIFICATION NO. 003		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-OAR-14-00879		5. PROJECT NO. (If applicable)	
6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		CODE HPOD		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) R T I International PO BOX 12194 RESEARCH TRIANGLE PARK NC 277092194				(x) 9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-054 0007			
				10B. DATED (SEE ITEM 13) 07/10/2013			
CODE (b)(4)		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$211,801.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE X	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. FAR 52.243-3: Changes - Time and Materials or Labor Hours
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

1. The purpose of this modification is to increase the level of effort of subject task order by 1,737 direct labor hours in order to complete the specific sub-tasks assigned under task (2) with associated project management responsibilities as follows:

Task (1): Project Management (+ (b)(4) direct labor hours);

Task (2): Implementation and Rulemaking Support for General Stationary Fuel Combustion Sources and other Industrial and Supplier Subparts - Reference specific sub-tasks with assigned hours in contractor's cost estimate dated 16 April 2014. (- (b)(4) direct labor hours).

2. Contractor's cost proposal dated 16 April 2014 is incorporated herein.
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Faye Sas	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED 5-19-2014	16B. UNITED STATES OF AMERICA Faye Sas (Signature of Contracting Officer)	16C. DATE SIGNED 5-20-2014

CONTINUATION SHEET

REFERENCE NO. ☐ DOCUMENT BEING CONTINUED
EP-W-11-054/0007/003


PAGE 2 OF 3

NAME OF OFFEROR OR CONTRACTOR

R T I International

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>3. As an equitable adjustment for the subject changes, the task order ceiling price is increased by \$211,801.00, from \$984,183.00 to \$1,195,984.00. By signing, the contractor hereby releases the Government from any and all liability for further equitable adjustments attributable to the work specified under this task order. Contractor incurred expenses shall not exceed the total obligated amount of \$1,195,984.00.</p> <p>4. This task order is fully funded through its completion date of 01 August 2014. All other terms and conditions remain unchanged.</p> <p>COR: Michael Hannan Alt COR: Alexis McKittrick TOPO: Michael Hannan LIST OF CHANGES: Reason for Modification : Change Order Period Of Performance End Date changed from 2014-07-01 to 2014-08-01 Total Amount for this Modification: \$211,801.00 New Total Amount for this Version: \$1,195,984.00 New Total Amount for this Award: \$1,195,984.00 Obligated Amount for this Modification: \$211,801.00 New Total Obligated Amount for this Award: \$1,195,984.00 CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from \$984,183.00 to \$1,195,984.00 Obligated Amount for this modification: \$211,801.00 End Date changed from 2014-07-01 00:00:00 to 2014-08-01 00:00:00</p> <p>CHANGES FOR DELIVERY LOCATION: OAR/OAP/CCD Amount changed from \$984,183.00 to \$1,195,984.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-58F7-101A46XQ3-2505-1458FC4695-001 Beginning FiscalYear 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 58F7 Program (PRC) 101A46XQ3 Budget (BOC) 2505 Continued ...</p>				

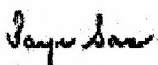
CONTINUATION SHEET

REFERENCE NO. OF D  NT BEING CONTINUED
EP-W-11-054/0007/003PAGE OF
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NAME OF OFFEROR OR CONTRACTOR

R T I International

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Job # (Site/Project) Cost Organization DCN-LineID 1458FC4695-001 Quantity: 0 Amount: \$211,801.00 Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 07/10/2013 to 08/01/2014				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 3		
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE 03/27/2014		4. REQUISITION/PURCHASE REQ. NO. PR-OAR-14-00705		5. PROJECT NO. (If applicable)	
6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		7. ADMINISTERED BY (If other than Item 6) CODE					
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) R T I International PO BOX 12194 RESEARCH TRIANGLE PARK NC 277092194				9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) X 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-054 0007 10B. DATED (SEE ITEM 13) 07/10/2013			
CODE (b)(4)		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule				Net Increase: \$88,061.00			
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE		A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
X		B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
		D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ 0 _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: (b)(4) The purpose of this modification is to obligate the last increment of funding in the amount of \$88,061.00 in order to fully fund this task order at a total dollar threshold of \$984,183.00. The task order ceiling is increased by \$88,061.00, from \$896,122.00 to \$984,183.00. This task order is fully funded through its completion date of 01 July 2014. COR: Michael Hannan Alt COR: Alexis McKittrick TOPO: Michael Hannan LIST OF CHANGES: Reason for Modification : Funding Only Action Total Amount for this Modification: \$0.00 Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Faye Sas			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		11		16C. DATE SIGNED	
(Signature of person authorized to sign)				 ELECTRONIC SIGNATURE		03/27/2014	
NSN 7540-01-152-8070 Previous edition unusable				STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243			

CONTINUATION SHEET

REFERENCE NO. **11** DOCUMENT BEING CONTINUED
EP-W-11-054/0007/002PAGE OF
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NAME OF OFFEROR OR CONTRACTOR

R T I International

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Amount for this Version: \$984,183.00 New Total Amount for this Award: \$984,183.00 Obligated Amount for this Modification: \$88,061.00 New Total Obligated Amount for this Award: \$984,183.00 Incremental Funded Amount changed: from \$896,122.00 to \$0.00 CHANGES FOR LINE ITEM NUMBER: 1 Obligated Amount for this modification: \$88,061.00 Incremental Funded Amount changed from \$896,122.00 to \$0.00</p> <p>CHANGES FOR ACCOUNTING CODE: 13-14-B-58F7-101A46XQ3-2505-1358FC3691-001 Account code changed from 13-14-B-58F7-101A46XQ3-2505---1358FC3691-001 to 13-14-B-58F7-101A46XQ3-2505-1358FC3691-001</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-58F7-101A46XQ3-2505-1458FC4651-001 Beginning Fiscal Year 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 58F7 Program (PRC) 101A46XQ3 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 1458FC4651-001 Quantity: 0 Amount: \$88,061.00 Percent: 8.94762 Subject To Funding: N Payment Address:</p> <p>Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA</p> <p>Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DC ~~CONT~~ NT BEING CONTINUED
EP-W-11-054/0007/002PAGE OF
3 3

NAME OF OFFEROR OR CONTRACTOR

R T I International

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 07/10/2013 to 07/01/2014				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 2		
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE 08/05/2013		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		CODE HPOD		7. ADMINISTERED BY (If other than Item 6) CODE			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) R T I International PO BOX 12194 RESEARCH TRIANGLE PARK NC 277092194				(x) 9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-054 0007			
				10B. DATED (SEE ITEM 13) 07/10/2013			
CODE (b)(4)		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

The purpose of this modification is to issue a correction for the level of effort assigned to Task 5: Maintenance of GHGRP Security Plan, from 90 hours to a total level of effort of 100 direct labor hours. The total estimated cost of this task order at \$984,183.00, and the total level of effort assigned to the task order at 7,773 direct labor hours remains unchanged.

COR: Michael Hannan

Alt COR: Alexis McKittrick

TOPO: Michael Hannan

LIST OF CHANGES:

Reason for Modification : Other Administrative Action

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Faye Sas	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA Faye Sas (Signature of Contracting Officer)	16C. DATE SIGNED 08/05/2013

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-11-054/0007/001

PAGE 2 OF 2

NAME OF OFFEROR OR CONTRACTOR

R T I International

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 07/10/2013 to 07/01/2014				

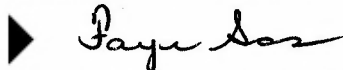
ORDER ~~FORM~~ SUPPLIES OR SERVICES

PAGE OF PAGES

1

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 07/10/2013		2. CONTRACT NO. (If any) EP-W-11-054		6. SHIP TO:					
3. ORDER NO. 0007		4. REQUISITION/REFERENCE NO. PR-OAR-13-01501		a. NAME OF CONSIGNEE OAR/OAP/CCD					
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD		c. CITY Washington		d. STATE DC	e. ZIP CODE 20460
7. TO:				f. SHIP VIA					
a. NAME OF CONTRACTOR R T I International				8. TYPE OF ORDER					
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:		<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
c. STREET ADDRESS PO BOX 12194				Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.					
d. CITY RESEARCH TRIANGLE PARK		e. STATE NC		f. ZIP CODE 277092194					
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CCD					
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB								12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS	
17. SCHEDULE (See reverse for Rejections)									
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)		QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) The total cost of the task order entitled, "Technical Source-Category Support for GHG Reporting Program Implementation and Related Rulemakings" is \$984,183.00 with a level of effort of 7,773 direct labor Continued ...								
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)			
21. MAIL INVOICE TO:									
a. NAME RTP Finance Center						\$0.00			
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive								17(i) GRAND TOTAL	
c. CITY Durham						d. STATE NC	e. ZIP CODE 27711	\$984,183.00	
22. UNITED STATES OF AMERICA BY (Signature) 						23. NAME (Typed) Faye Sas TITLE: CONTRACTING/ORDERING OFFICER			

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

07/10/2013

EP-W-11-054

0007

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>hours. Incremental funding in the amount of \$896,122.00 is obligated, with \$88,061 required in order to fully fund the task order. Contractor incurred expenses can not exceed the obligated amount of \$896,122.00 for the following awarded tasks:</p> <p>Task 1: (b)(4) hours</p> <p>Subtask 2.2: (b)(4) hours</p> <p>Subtask 2.3: (b)(4) hours</p> <p>Subtask 2.4: (b)(4) hours</p> <p>Subtask 2.5: (b)(4) hours</p> <p>Subtask 2.7: (b)(4) hours</p> <p>Subtask 2.8: (b)(4) hours</p> <p>Subtask 2.9: (b)(4) hours</p> <p>Subtask 2.10: (b)(4) hours</p> <p>Subtask 2.11: (b)(4) hours</p> <p>Subtask 2.12: (b)(4) hours</p> <p>Subtask 2.14: (b)(4) hours</p> <p>Subtask 2.15: (b)(4) hours</p> <p>Subtask 2.16: (b)(4) hours</p> <p>Subtask 2.17: (b)(4) hours</p> <p>Subtask 2.18: (b)(4) hours</p> <p>Subtask 2.19: (b)(4) hours</p> <p>Subtask 2.20: (b)(4) hours</p> <p>Subtask 2.21: (b)(4) hours</p> <p>Subtask 2.22: (b)(4) hours</p> <p>Subtask 2.23: (b)(4) hours</p> <p>Subtask 2.24: (b)(4) hours</p> <p>Subtask 2.28: (b)(4) hours</p> <p>Task 5: (b)(4) hours</p> <p>Task 6: (b)(4) hours</p> <p>The period of performance for this task order is 10 July 2013 thru 01 July 2014 for all of the aforementioned tasks and subtasks with the exception of subtask 2.23: subpart FF - Underground Coal Mines. The period of performance for subpart 2.23 is as follows: 01 August 2013 thru 01 July 2014.</p> <p>COR: Michael Hannan Alt COR: Alexis McKittrick TOPO: Michael Hannan</p> <p>Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

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ORDER FORM - SUPPLIES OR SERVICES
 SCHEDULE - CONTINUATION

PAGE NO

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/10/2013	CONTRACT NO. EP-W-11-054	ORDER NO. 0007
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460</p> <p>Accounting Info: 13-14-B-58F7-101A46XQ3-2505---1358FC3691-001 BFY: 13 EFY: 14 Fund: B Budget Org: 58F7 Program (PRC): 101A46XQ3 Budget (BOC): 2505 DCN - Line ID: 1358FC3691-001 Period of Performance: 07/10/2013 to 07/01/2014</p> <p>Competitive Task Order award entitled, "Technical Source-Category Specific Support for GHGRP Implementation and Related Rulemakings" to Contractor RTI, under Contract No. EP-W-11-054. Contract: #EP-W-11-054 \$984,183.00/7,773 direct labor hours</p> <p>The obligated amount of award: \$896,122.00. The total for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

STATEMENT OF WORK

Title: Technical Source-Category Specific Support for GHG Reporting Program
Implementation and Related Rulemakings

Contract Number: EP-W-11/052/053/054/055

Task Order Number: TBD

Estimated Level of Effort: 11,850

EPA Key Personnel

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Subject Matter Experts:

Lisa Bacanskas, Jennifer Bohman, Brian Cook, Mark de Figueiredo, Mausami Desai, Michael Hannan, Michael Kolian, Barbora Master, Lisa Grogan-McCulloch, Alexis McKittrick

STATEMENT OF WORK

I. INTRODUCTION

The Climate Change Division (CCD) in the U.S. EPA's Office of Air and Radiation works to assess and address global climate change and the associated risks to human health and the environment. CCD plays a key role in United States (U.S.) and international efforts to address climate change by:

- Implementing successful voluntary programs to reduce non-carbon dioxide (CO₂) emissions;
- Rigorously analyzing CO₂ and non-CO₂ greenhouse gas (GHG) emissions and economically efficient reduction, sequestration, and adaptation options;
- Communicating climate analyses and strategies to policy-makers, experts and U.S. climate negotiators;
- Building effective international capacity to analyze and reduce GHG emissions and associated air pollution; and,
- Educating the public on climate change.

The Greenhouse Gas Reporting Branch (GGRB) of the CCD of the Office of Atmospheric Programs (OAP) is responsible for a variety of analytical activities relevant to GHGs. One of the primary branch activity includes implementation of the mandatory Greenhouse Gas Reporting Program (GHGRP), which is codified at 40 CFR Part 98 (Part 98) and is also supported by other branches in CCD.

This Statement of Work (SOW) is intended to support EPA with implementation of the GHGRP for specified source categories, as well as to assist in developing and implementing future amendments to Part 98 for these sources. In support of this work, EPA requires the Contractor to use Confidential Business Information (CBI). Contractor handling of CBI must be performed in accordance with the requirements set forth in the GHGRP CBI policy.

II. BACKGROUND

In response to the FY2008 Consolidated Appropriations Act (H.R. 2764; Public Law 110-161), EPA promulgated Part 98, which requires reporting of GHG information from sources and suppliers in the U.S. The purpose of the rule is to collect accurate and timely GHG information to inform future policy decisions.

The proposed rule (74 FR 16448) was published on April 10, 2009. EPA received over 16,000 public comments on the proposed rule. After reviewing all of the comments, EPA split the finalization of the rule into two tracks. Some of the subparts, called the Track 1 subparts, that were included in the proposed rule were finalized and published (74 FR 56260) on October 31, 2009, and the remaining subparts, called the Track 2 subparts, were finalized in 2010 in a series of separate rulemakings (see GHGRP Rulemaking notices here: <http://www.epa.gov/climatechange/emissions/notices.html>).

There have been several additional rulemakings that included proposing the Confidential Business Information (CBI) determinations for some reporting elements, proposing the deferral of reporting certain data elements, finalizing CBI determinations for Track 1 and Track 2 sources, finalizing the deferred reporting of certain additional data elements, and amending Part 98 to provide corrections and other technical and clarifying amendments. Additionally, on April 2, 2013, amendments to Part 98 were proposed (78 FR 19802) that would update the Global Warming Potential (GWP) for several GHGs, add GWPs for certain fluorinated gases, make other corrections and technical and clarifying amendments, and, propose CBI determinations for reporting of new or substantially revised data elements. Additional rulemakings are expected during the Period of Performance (POP) of the work outlined in this SOW. (Note that EPA has a separate task order to manage the rulemaking process, and so the general support of the rulemakings is not within the scope of this SOW. EPA will initiate and facilitate coordination as needed on relevant technical issues specific to sectors covered under this request as needed. There will be no duplication of effort under this task order.)

GHG data reported under the GHGRP are reviewed and verified by EPA. Prior to EPA verification, reporters are required to self-certify that the data they submit to EPA is truthful, accurate and complete. EPA reviews the data submitted by reporters to verify that the GHGRP annual reports are complete, accurate, and meet the Part 98 reporting requirements. Facilities were required to submit reporting year (RY) 2012 annual reports by April 1, 2013, and will be required to submit RY2013 annual reports by March 31, 2014. The workload for reviewing and verifying reports will be substantial in July and August 2013 as reporters respond to the EPA messages related to RY2012 reports, which are scheduled to be sent in June 2013, and again between April and August 2014, for RY2013 reports that are due by March 31, 2014. Verification activities during this time period will include reviewing electronic verification reports generated by EPA consisting of reports containing data that is outside of expected ranges, etc., as well as drafting messages to contact regarding potential reporting errors. (Note that EPA has a separate task order to manage the development of the verification process, and so support of the overall verification process is not within the scope of this SOW. EPA will initiate and facilitate coordination as needed on relevant technical issues specific to sectors covered under this request as needed. There will be no duplication of effort under this task order.).

III. PURPOSE

The purpose of this SOW is to describe the work effort that will be required to support EPA's continued development and implementation of Part 98 monitoring and reporting requirements for suppliers and emitters of GHGs for specific source categories addressed herein. This support will include performance of the following activities as required:

- Project management
- Program implementation and technical rulemaking support
- Subpart RR (Geologic Sequestration of Carbon Dioxide) Monitoring, Reporting, and Verification (MRV) Plan Support
- Support for Information Collection Request (ICR), regulatory impacts, and other cost-related background documents related to the GHGRP
- Support maintenance of GHGRP Security Plan

- Performance of quick turn-around tasks

This task order will cover the following subparts and others identified specifically within specific tasks or subtasks in Section IV.

- Subpart A – General Provisions
- Subpart C – General Stationary Fuel Combustion Sources
- Subpart D – Electricity Generation
- Subpart E – Adipic Acid Production
- Subpart G – Ammonia Manufacturing
- Subpart H - Cement Production
- Subpart K – Ferroalloy Production
- Subpart N – Glass Production
- Subpart P – Hydrogen Production
- Subpart Q - Iron and Steel Production
- Subpart R – Lead Production
- Subpart S – Lime Manufacturing
- Subpart T – Magnesium Production
- Subpart U – Miscellaneous Uses of Carbonates
- Subpart V – Nitric Acid Production
- Subpart X – Petrochemical Production
- Subpart Y – Petroleum Refineries
- Subpart Z – Phosphoric Acid Production
- Subpart AA – Pulp and paper Manufacturing
- Subpart BB – Silicon Carbide Production
- Subpart CC – Soda Ash Production
- Subpart EE – Titanium Dioxide Production
- Subpart FF – Underground Coal Mines
- Subpart GG – Zinc Production
- Subpart NN – Suppliers of Natural Gas and Natural Gas Liquids
- Subpart PP – Suppliers of Carbon Dioxide
- Subpart RR - Geologic Sequestration of Carbon Dioxide
- Subpart UU - Injection of Carbon Dioxide

Materials available to the Contractor:

Fact sheets, background documents (e.g. Technical Support Documents and Response to Comment documents), reported data, and Part 98 rulemaking information are available to the Contractor to provide background on the rule, applicability, and subpart specific requirements for monitoring and reporting of GHG emissions. These and other helpful resources can be found at the following websites:

- **General GHGRP Web site:**
<http://www.epa.gov/climatechange/emissions/ghgrulemaking.html>

- **Resources by Subpart:**
<http://www.epa.gov/climatechange/emissions/subpart.html>
- **Online GHGRP Data Publication Tool:**
<http://ghgdata.epa.gov/>
<http://epa.gov/climatechange/emissions/ghgdata/>

IV. TASKS AND DELIVERABLES

Task 1: Project management

The Contractor shall provide project management under this task, and shall submit a Monthly Progress Report to EPA's Contracting Officer Representative (COR) and Contracting Officer (CO) in accordance with the Section V (Project Reporting) of this SOW. During the POP, the Contractor shall immediately inform the COR and CO by telephone and/or email of any issue(s) that may impede work performance along with any corrective actions needed by the EPA or the Contractor to address the issue(s).

Under this task, the Contractor shall also attend a general or task specific kick-off meeting, either via conference call or in-person, whichever is most cost effective to the Government, to discuss the goals, strategy, and schedule for completing the deliverables. This kick-off meeting will serve as a brainstorming session to clarify tasks, anticipated schedules related to EPA's need for support for implementation of the GHGRP, additional rulemakings, and provide any necessary background material, an opportunity for EPA to solicit ideas and feedback from the Contractor, as well as formulate ideas for managing work to be completed by the Contractor under the tasks listed below. The Contractor shall discuss the format of the Monthly Progress Report, and propose a progress report template to the EPA COR and CO for approval. The Contractor, under this task, will also attend a wrap-up meeting at the end of the POP.

Deliverables and schedule under Task 1

	Task 1 Deliverable	Due Date
Task 1.1	Attend kick-off meeting; Prepare revised staffing and budget plan	Within 2 weeks of award of task order or task(s)
Task 1.2	Prepare Monthly Progress Report/Budget Tracking Template	Draft due within 5 business days of kick-off meeting; Final due within 5 business days of EPA COR comments
Task 1.3	Monthly Progress Report	By 10 th business day each month
Task 1.4	Attend wrap-up meeting	At least 2 weeks prior to end of POP, per COR direction

Task 2: Implementation and Rulemaking Support for General Stationary Fuel Combustion Sources and other Industrial and Supplier Subparts

The Contractor shall provide technical support for the implementation and related rulemakings for each subpart identified in subtasks 2.1 through 2.28 below. EPA understands that the Level of Effort (LOE) to accomplish these tasks will vary by subtask, the number of facilities within a subpart, and the complexity of the monitoring methods. EPA has provided Annex 1 and 2 to the SOW. Annex 1 is a template for providing information responsive to the evaluation criteria for awarding this task. Proposals including Task 2 or any Task 2 subtasks must include this completed template. Annex 2 provides an estimate of the anticipated LOE for each Task 2 subtask.

- Subtask 2.1 - Subpart A - General Provisions
- Subtask 2.2 - Subpart C - General Stationary Fuel Combustion Sources
- Subtask 2.3 - Subpart D - Electricity Generation
- Subtask 2.4 - Subpart E - Adipic Acid Production
- Subtask 2.5 - Subpart G - Ammonia Manufacturing
- Subtask 2.6 - Subpart H - Cement Production
- Subtask 2.7 - Subpart K - Ferroalloy Production
- Subtask 2.8 - Subpart N - Glass Production
- Subtask 2.9 - Subpart P - Hydrogen Production
- Subtask 2.10 - Subpart Q - Iron and Steel Production
- Subtask 2.11 - Subpart R - Lead Production
- Subtask 2.12 - Subpart S - Lime Manufacturing
- Subtask 2.13 - Subpart T - Magnesium Production
- Subtask 2.14 - Subpart U - Miscellaneous Uses of Carbonates
- Subtask 2.15 - Subpart V - Nitric Acid Production
- Subtask 2.16 - Subpart X - Petrochemical Production
- Subtask 2.17 - Subpart Y - Petroleum Refineries
- Subtask 2.18 - Subpart Z - Phosphoric Acid Production
- Subtask 2.19 - Subpart AA - Pulp and paper Manufacturing
- Subtask 2.20 - Subpart BB - Silicon Carbide Production
- Subtask 2.21 - Subpart CC - Soda Ash Production
- Subtask 2.22 - Subpart EE - Titanium Dioxide Production
- Subtask 2.23 - Subpart FF - Underground Coal Mines
- Subtask 2.24 - Subpart GG - Zinc Production
- Subtask 2.25 - Subpart NN - Suppliers of Natural Gas and Natural Gas Liquids
- Subtask 2.26 - Subpart PP - Suppliers of Carbon Dioxide
- Subtask 2.27 - Subpart RR - Geologic Sequestration of Carbon Dioxide
- Subtask 2.28 - Subpart UU - Injection of Carbon Dioxide

For each subtask, the activities may include but are not limited to:

- a) Hotline and Question/Answer support - Assist in researching and responding to technical questions from reporters, such as, but not limited to, questions on the application of monitoring methods in Part 98 associated with each subpart. This activity may also include developing Frequently Asked Questions (FAQs) to post to the GHGRP website.

- b) Rulemaking support - Prepare background documents to support technical, subpart-specific amendments to the rule, as appropriate. This may include analyzing options for revisions to monitoring requirements, developing technical support documents, developing engineering cost data, drafting language for preamble and regulatory text, and reviewing and drafting responses to public comments in response to proposed rulemakings. EPA anticipates possibly issuing one rulemaking to address issues identified by EPA, by the public through the hotline, in petitions for reconsideration or review, or in petitions that require revisions, updates, and corrections to Part 98 related to subparts identified above. In addition, support may be needed in preparing and reviewing subpart-specific information sheets, presentations, or other outreach documents where specific technical expertise is needed. Support may also be needed in conducting subpart-specific training. Lastly, subpart-specific expertise may be needed to examine the likely business impact from the potential disclosure of certain individual reporting elements or aggregated reporting elements. (Note that EPA has a separate task order for general outreach and so that work is not within the scope of this SOW. Also, as previously noted, general support for CBI rulemakings is not within the scope of this SOW. EPA will initiate and facilitate coordination as needed. There will be no duplication of effort under this task order.)
- c) Maintenance of Electronic Reporting Help Content - Support maintenance of e-GGRT help content and any supplemental rule guidance (e.g. subpart-specific webinars) and compliance checklists.
- d) Electronic reporting tool support and testing - Support and testing of new and/or updated subpart specific e-GGRT reporting modules to ensure consistency with Part 98 reporting requirements. The testing generally will occur prior to launch of e-GGRT in any given reporting year. However, it may be necessary throughout the POP of this work to review or update design requirements, generate e-GGRT change requests to ensure that the reporting forms are consistent with any subpart-specific revisions to Part 98. After any redesign, additional testing and review of e-GGRT functionality will be required. For subpart RR specifically, the e-GGRT module(s) will support the technical review in e-GGRT to assess MRV Plan submissions, and, shall include all subpart RR submission types (e.g., MRV Plan, MRV Plan Submission Extension Request, R&D Project Exemption Request, etc). (Note that EPA has a separate task order to for data system development, so that work is not within the scope of this SOW. EPA will initiate and facilitate coordination as needed. There will be no duplication of effort under this task order.)
- e) Assistance with implementing special provisions in Part 98 - Support may include reviewing technical issues and options raised in Applications to Use Alternative Methods under Subparts E and V. EPA may require support for the review and processing of these applications, which may include technical issues that require more specialized review and engineering assessment in order to finalize EPA's formal response. EPA anticipates this support impacting approximately 5-7 reporters total under Subparts E and V.
- f) Verification support - Provide support to the EPA COR and other key personnel (technical coordinators) in conducting subpart-specific verification activities. For many of the individual industrial subparts, Subpart C experience and support will also be required. This support will include the following activities and will occur in a concentrated manner

in July and August 2013 for RY2012 reports and again from April through August 2014 for RY2013 reports:

- i. Reviewing reports generated by EPA flagging certain reports that have potential data quality issues. Based on the EPA-generated reports citing potential data quality issues, reviewing individual GHG reports and associated information to determine the root cause of potential data quality issues. This initial review and a summary of issues by subtask should be completed according to a schedule determined by EPA, but, is generally expected to be within approximately six weeks of annual submissions. Contractor will review messages generated by verification software and post in e-GGRT's correspondence tracker, as appropriate. These messages will be reviewed by the EPA subject matter expert (SME) and sent to notify the facility of potential issues, including errors in application of monitoring methods, suspected calculation errors and/or data quality issues, where appropriate.
 - ii. Where appropriate, comparing Part 98 information submitted to EPA with outside data sets, previously reported information (i.e., reporting years) from the facility, and data reported by other facilities in the same industry sector. Analysis and synthesis of the reported data to generate data sets for comparison would be conducted in activity h) below.
 - iii. Contacting facilities, with approval and participation of EPA SME, if necessary (either by email or by phone) to discuss potential data quality issue, and documenting correspondence.
 - iv. Reviewing re-submitted report (if applicable) and closing out issue in e-GGRT's correspondence tracker.
- g) Publication support- Provide support to the EPA COR and other key personnel (publication team) in conducting subpart-specific publication activities. This support will be organized by subpart and may include the following activities:
- i. Reviewing data collected by the GHGRP prior to releasing this data to the public to ensure the data is free of any information classified as CBI or otherwise sensitive.
 - ii. Assisting EPA with appropriately aggregating and presenting CBI data collected by the GHGRP to the public and other various stakeholders.
- h) Analysis of reported emissions information – Support analysis and synthesis of subpart-specific reported emissions data and supporting information to assess facility and sector specific trends.

Deliverables and schedule under Task 2

Subtasks 2.1-2.29	Task 2 Deliverable	Due Date
(a) Hotline and Question/Answer support	Response	Within 2 business days of receipt of question (24 hour turnaround within 2 weeks of a reporting deadline, i.e., March 31, 2014)
(b) Rulemaking support	No work should be undertaken or travel initiated under this task until	Due dates for any deliverables will be outlined in the TD

	receipt of a TD from the COR	
(c) Maintenance of Electronic Reporting Help Content	No work should be undertaken or travel initiated under this task until receipt of a TD from the COR	Due dates for any deliverables will be outlined in the TD; likely updates required 6 weeks in advance (i.e., February 2014) of the reporting deadline
(d) Electronic Reporting Tool Support and Testing	No work should be undertaken or travel initiated under this task until receipt of a TD from the COR	Due dates for any deliverables will be outlined in the TD; likely support and testing required 10-12 weeks in advance (i.e., January 2014) of the reporting deadline
(e) Assistance with implementing Special Provisions of Part 98	No work should be undertaken or travel initiated under this task until receipt of a TD from the COR	Due dates for any deliverables will be outlined in the TD
(f) Verification support	No work should be undertaken or travel initiated under this task until receipt of a TD from the COR	Due dates for any deliverables will be outlined in the TD, but the anticipated dates are approximately six weeks after the deadline for annual submissions (i.e., May 2014)
(g) Publication support	No work should be undertaken or travel initiated under this task until receipt of a TD from the COR	Due dates for any deliverables will be outlined in the TD, but the likely dates for data review within performance period of this TO is August to September 2013
(h) Analysis of reported emissions information	No work should be undertaken or travel initiated under this task until receipt of a TD from the COR	Due dates for any deliverables will be outlined in the TD

Task 3: Subpart RR (Geologic Sequestration of Carbon Dioxide) Monitoring, Reporting, and Verification (MRV) Plan Support

The Contractor shall provide expert and logistical support for the review of Monitoring, Reporting, and Verification (MRV) plans submitted by reporters under Subpart RR. Please see the Technical Support Document on the Subpart RR resource webpage for more information on Subpart RR and MRV plans. EPA estimates 3-5 MRV plan submissions during the POP. For the proposal, the Contractor should assume that one or more MRV plans would be associated with an enhanced oil recovery project and at least one MRV plan would be associated with injection into a deep saline formation. The Contractor will be responsible for the following steps for each MRV plan:

- 1) Submit to EPA a draft completeness check (within 7 days of technical direction from EPA), which includes:
 - a) Summary of completeness check based on the Subpart RR regulatory requirements. EPA has summarized the completeness check criteria in Table 6-1 of the Subpart RR Technical Support Document and will work with the Contractor to develop a template for this summary.
 - b) A cover letter to EPA that includes a description of issues with the completeness check (if any), states whether the reporter has declared any information provided in the MRV plan as CBI, and other items to be determined with the COR.
 - c) A draft notice letter for the reporter stating the outcome of the completeness check.
- 2) Submit to EPA a work plan and results of the initial MRV plan assessment (within 21 days of technical direction from EPA, or more or less depending on complexity), which will include the Contractor point of contact, staffing plan, budget, and schedule for technical review. The initial MRV plan assessment will include:
 - a) Summary of the MRV plan that includes regulatory information (e.g. Underground Injection Control permit class, planned injection in tons, yearly and cumulative), and a basic site description (e.g. location, number of wells, etc). EPA will work with the Contractor to develop a template for this summary.
 - b) Identification of 'areas of expertise' needed for MRV plan technical review. The Contractor staffing plan should cover the areas of expertise needed for MRV plan technical review, as well as if any specialized EPA expert review is needed for a specific technical issue. Initial technical questions and any necessary background information should be summarized and included.
 - c) Identification of information needed from the reporter in order for the technical review to continue (e.g. modeling information, etc). EPA will work with the Contractor to identify a list of issues that would be categorized in this way.
- 3) Submit technical review comments and queries for the reporter (if any) to EPA (within 21 days of technical direction from EPA, or more or less depending on complexity):
 - a) The Contractor should notify EPA of queries for the reporter as they are discovered. In certain cases, EPA will not wait for the Contractor's technical review to conclude before contacting the reporter.
 - b) The format of the technical review comments will be determined with EPA.
 - c) The Contractor will have a system in place to ensure quality control of technical review comments.
- 4) The Contractor will review comments (if any) from EPA expert reviewers and responses or revised MRV plans from reporters (if any) as needed (within 10 days of technical

direction from EPA, or more or less depending on complexity). The Contractor will determine if follow up discussions with either parties are warranted.

- 5) The Contractor will support EPA in drafting a form letter and materials for the final MRV decision (within 15 days of technical direction from EPA, or more or less depending on complexity). The template for these materials will be determined by EPA.

Deliverables and schedule under Task 3

	Task 3 Deliverable	Due Date
Task 3.1	Attend kick-off meeting	Within one week of award of Task
Task 3.2	No work should be undertaken or travel initiated under this Task until receipt of a TD from the COR	Due dates for any deliverables will be outlined in the TD

Task 4: Technical and Analytical Support for Estimating Burden

The Contractor shall provide support to EPA on developing and documenting information related to the costs and burden of the program, for purposes of ICR, regulatory impact analyses, or other analyses. This may include updating the existing program ICR given regulatory changes, review by the Office of Management and Budget, or newly available data.

Deliverables and schedule under Task 4

	Task 4 Deliverable	Due Date
Task 4	No work should be undertaken or travel initiated under this task until receipt of a TD from the COR	Due dates for any deliverables will be outlined in the TD

Task 5: Maintenance of GHGRP Security Plan

The Contractor shall provide analysis of various approaches to manage security concerns, limitations and options regarding e-GGRT and related tools. The Contractor shall provide risk and vulnerability assessment and expert advice on possible threats to EPA's systems by introduction of new software or tools. This assistance shall include assistance with developing and updating security plans and coordinating tasks between EPA and software development support teams. The Contractor shall also assist with navigating the security plan review process and staying abreast of Federal Security Policy. The Contractor shall assist with annual reviews and re-certifications of existing policies and applications used to support implementation of the GHGRP.

Deliverables and schedule under Task 5

	Task 6 Deliverable	Due Date
Task 5	<p>No work should be undertaken or travel initiated under this task until receipt of a TD from the COR, but anticipated deliverables include</p> <ul style="list-style-type: none"> • Annual testing of security plan controls, documenting results; • Updating Risk and Vulnerability Assessment for GHGRP software applications; • Reviewing and updating Security Plan and supporting documentation for GHGRP software applications; • Entering and updating data in EPA's security plan tracking system; and, • Participating in meetings with EPA staff regarding the security plan and related issues. 	Due dates for any deliverables will be outlined in the TD

Task6: Quick turn-around

The Contractor shall provide expert support and respond to requests for presentation materials, technical briefings, FAQ or comment-response documents and specific analyses related to the monitoring methods for GHG emissions from industrial processes, and coverage of a particular meeting or conference, often needed on a quick turn-around basis. Work related to specific subparts (such as suppliers and emitters of HFCs, PFCs, SF₆, fugitive emissions from industrial, waste and biological processes) may also be requested on a quick turn-around basis. This task has been provided in recognition of the fact that, being a relatively new program, the GHGRP is

likely to generate complex technical issues as the monitoring methods and other regulatory requirements are being implemented.

The schedule of deliverables for these quick turn-around requests will be included in the TD provided by the COR. It is estimated that this task would include one or more subtasks up to approximately 1,350 hours. Note that cross-cutting tasks such as this one will be awarded proportionally based on the overall hours awarded for particular tasks and subtasks.

Deliverables and schedule under Task 6

Task 7 Deliverable		Due Date
Task 6	No work should be undertaken or travel initiated under this task until receipt of a TD from the COR	Due dates for any deliverables will be outlined in the TD

V. PROJECT REPORTING

Monthly Progress Report

The Contractor shall provide a Monthly Progress Report that shall include, at a minimum, the following information by task (and further by subtask for Task 2), in addition to an overall summary across all tasks:

- Activities performed during the past month – a summary of the actions taken and progress made on all outstanding tasks for the past month.
- Activities planned for the next month – a review of the work planned to be done to meet task requirements for the following month.
- Problems/Issues – a discussion of problems or difficulties either anticipated or encountered.
- Hours – as applicable, total hours expended during the past month, cumulative total to date, and projected hours for the next month. Hours expended must be identified by individual and labor category, but also task (and subtask for Task 2) and activity area (e.g. hotline, verification, etc.).
- Funds – as applicable, total funds expended during the month, cumulative total to date, outstanding commitments, and percentage of approved funds spent to date by task (and subtask for Task 2).

Distribution of Deliverables

All deliverables including the Monthly Progress Report provided by the Contractor shall be delivered as follows:

- One copy in electronic format to the EPA COR and EPA CO.

- The Contractor shall deliver all draft and final reports, briefing materials and minutes, data sets, etc. in hard copy or electronic format as specified by the EPA COR via a delivery service or electronic mail.
- The Contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum, the task/deliverable identified, deliverable type (draft or final), due date, submission date, deliverable name, and name of EPA COR.

The EPA COR will review deliverables for technical accuracy, completeness, and grammar. Final inspection, testing and acceptance of all reports and other deliverables will be performed by the EPA COR or other individual(s) designated as SME(s) by the EPA COR.

VI. PERIOD OF PERFORMANCE

The period of performance is from the effective date through July 1, 2014.

Annex 1. Task 2 Template

If you are submitting a proposal for Task 2, or any Task 2 subtask, complete and include this table in your proposal.

Subtask	Subpart	Cost (\$ and hours)
2.2	Subpart C	<i>Total for activities (a) - (h)</i>
...
2.28	Subpart UU	<i>Total for activities (a) - (h)</i>

Annex 2: Task 2 Estimated LOE Distribution

Subtask	Subpart	Total
2.1	Subpart A – General Provisions	515
2.2	Subpart C – General Stationary Fuel Combustion Sources	2,215
2.3	Subpart D – Electricity Generation	105
2.4	Subpart E – Adipic Acid Production	130
2.5	Subpart G – Ammonia Manufacturing	70
2.6	Subpart H – Cement Production	260
2.7	Subpart K – Ferroalloy Production	80
2.8	Subpart N – Glass Production	170
2.9	Subpart P – Hydrogen Production	60
2.10	Subpart R – Lead Production	40
2.11	Subpart Q – Iron and Steel Production	420
2.12	Subpart S – Lime Manufacturing	90
2.13	Subpart T – Magnesium Production	70
2.14	Subpart U – Miscellaneous Uses of Carbonates	10
2.15	Subpart V – Nitric Acid Production	150
2.16	Subpart X – Petrochemical Production	670
2.17	Subpart Y – Petroleum Refineries	330
2.18	Subpart Z – Phosphoric Acid Production	80
2.19	Subpart AA – Pulp and paper Manufacturing	400
2.20	Subpart BB – Silicon Carbide Production	25
2.21	Subpart CC – Soda Ash Production	25
2.22	Subpart EE – Titanium Dioxide Production	80
2.23	Subpart FF – Underground Coal Mines	515
2.24	Subpart GG – Zinc Production	25
2.25	Subpart NN – Suppliers of Natural Gas and Natural Gas Liquids	660
2.26	Subpart PP – Suppliers of Carbon Dioxide	440
2.27	Subpart RR – Geologic Sequestration of Carbon Dioxide	340
2.28	Subpart UU – Injection of Carbon Dioxide	625
	Total Hours	8,600